

The City of Hillsboro is accepting resumes for a Workforce Development Intern position. Under the supervision of staff, this position is responsible for supporting the City's 'Generation Hillsboro' youth development programs including the Youth Advisory Council and the internship program. The Workforce Development Intern is a temporary, part-time, 20 hour/ week internship. Hours will be scheduled Monday–Friday between 8 am–5 pm, with some evening and weekend work.

**Compensation is \$14.87/hour. Resumes will be accepted until April 27, 2018 at 5pm.**

**Internship Process & Timeline:**

**April - May:** Application, Interview & Selection Process

**June - August:** Summer Internship

**General Description of Duties:**

- Create 'Generation Hillsboro' program databases to track historical user data and photographs
- Schedule and coordinate summer professional development opportunities for summer interns
- Assist with ongoing project coordination for the Youth Advisory Council
- Create a strategic plan for student participation in the 'Generation Hillsboro' program

**The ideal candidate will:**

- Have an interest in workforce development
- Be excited to work with students, and have strong mentorship skills
- Be proficient in Microsoft office
- Have familiarity with Photoshop or other design software
- Be organized and on time consistently

**Requirements:**

- Must be a junior or senior enrolled in an undergraduate program focused on Civic Leadership, Leadership Management, Political Science, Education, or a related degree program
- Must complete and pass criminal background check
- Must be at least 18 years of age and be able to commit to the entire internship
- Must have a valid driver's license

**How to Apply:**

**Submit letter of interest and resume by April 27, 2018 at 5pm to:**

**City of Hillsboro Human Resources Department**

**Attn: Jessica Stark**

**150 E Main St. – 2<sup>nd</sup> floor Hillsboro, OR 97123**

**Email: [jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov) (Workforce Internship in subject line)**

**Questions? :** Jessica Stark, City of Hillsboro Human Resources Department at

[jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov)

or at 503-681-6222

### Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.